



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

July 22, 2016



Dear Ms. Mikelonis:

Welcome to the United States Environmental Protection Agency (EPA)! Thank you for joining us in our mission to protect human health and the environment. This letter confirms our offer and your acceptance of a position with the EPA. Below you will find important information regarding your appointment, orientation, benefits, and more. **You must submit additional forms via the Entrance on Duty System (EODS) prior to orientation in order for your appointment to be processed. You will receive two emails from the Entrance on Duty System (EODS) that will include a link and temporary password to EODS.**

Appointment Details

Appointment:	Career-Conditional, full-time position.
Effective Date:	August 7, 2016.
Position/Series/Grade:	Environmental Engineer, GS-0819-12; Full Performance Level: GS-13
Annual Salary:	\$73,242
Location:	Office of Research and Development, National Homeland Security Research Center, Decontamination and Consequence Management Division in Durham, NC
Supervisor Contact:	Shawn Ryan, Ryan.Shawn@epa.gov, 919.541.0699

Mandatory Orientation

Date and Time:	August 8, 2016 at 8:00 a.m.
Location:	109 TW Alexander Drive Durham, NC 27709
Orientation Contact:	Nigel Tillman, Tillman.Nigel@epa.gov, 919.541.2070
What to Bring:	<ol style="list-style-type: none">1) OF-306 (Declaration for Federal Employment) - Bring your original form signed as "applicant" in 17a; you will sign as "appointee" in 17b during orientation.2) I-9 (Employment Eligibility Verification) and appropriate document(s) to verify identity and employment eligibility - See page 9 of the I-9 form, for a list of acceptable documents. If you are a naturalized citizen, you must bring your naturalization certificate or a current U.S. passport for verification purposes.3) SF-61 (Appointment Affidavit) - Print your full name (no initials) on the third line after the word "I". This is the document with which you will take your Oath of Office.
Special Instructions:	Enter the Environmental Protection Agency's Research Triangle Park campus from Alexander Drive or Hopson Road. You must present a valid form of identification to the security guard at the check point. Park in Visitor Parking highlighted in orange. Enter C building and check in at the security desk.

Forms to Submit Prior to Orientation

Required By:	July 28, 2016 by Noon
Complete Forms Online:	<p>You will receive two emails from the Entrance on Duty System (EODS) with instructions on accessing and completing your forms through the EODS.</p> <p>Complete the following forms and submit by the date above.</p> <ol style="list-style-type: none">1) Direct Deposit Enrollment, SF-1199a (Complete section 1 and section 3. Does not need to be completed by financial institution.)2) Statement of Prior Federal Service, SF-1443) Race and National Origin Identification, SF-1814) Self-Identification of Handicap, SF-2565) Federal Tax Withholding Form, W-4 <p>State Tax Withholding Form – Find the appropriate form at http://www.bls.gov/jobs/statetax.htm and send via email to sinani.carly@epa.gov.</p> <p>All additional benefits forms will be addressed at orientation.</p>

Benefits

Eligibility:	You are entitled to fantastic benefits which include retirement, health and life insurance, annual and sick leave, and more. Benefits will be covered at orientation and detailed explanations can be viewed at http://www.epa.gov/careers/benefits.html .
Pay Schedule:	EPA employees are paid on a bi-weekly basis on Tuesdays.
Leave Accrual:	6 hours of annual leave and 4 hours of sick leave per two week pay period.
Employee Express System:	Payroll or benefits changes made after initial designations are made via Employee Express. Employee Express access information will be emailed to you at your epa.gov email address shortly after your effective date. (Website: https://www.employeeexpress.gov)
Relocation:	Reimbursement for relocation expenses is not authorized for this position.
Unemployment Insurance:	If you have applied for or have been receiving Unemployment Insurance benefit payments, it is your responsibility, under penalty of law, to notify the appropriate local office, in writing, to discontinue the issuance of Unemployment Insurance checks once you are employed. Failure to notify the State agency can result in a penalty such as a fine, imprisonment, or both.
Benefits Office:	Benefits and payroll transactions are processed by the Human Resources Management Division in Research Triangle Park, NC.
Benefits Contact:	Nigel Tillman, Tillman.Nigel@epa.gov , 919.541.2070

Conditions of Employment

Probationary Period:	Your appointment is subject to a mandatory one-year probationary period beginning on the effective date of your appointment. This probationary period is the final step in the examination of your qualifications for this position. During this period, your supervisor will closely monitor your performance and conduct.
-----------------------------	---

If you have any questions about your appointment or this offer letter, please contact me at **919.541.0868**.
Congratulations on your new appointment!

Sincerely,

Carly Sinani

Human Resources Specialist